



Houston Safari Club Foundation (HSCF) Exhibitor Priority Point System

The HSCF Exhibitor Priority Point System is the method by which booth placements are prioritized for HSCF's annual convention expo. This system provides exhibitors the opportunity to improve priority ranking by exhibiting annually and consecutively. Additional priority points may be earned as described below.

Process for Booth Placement

1. Exhibitors will be given priority, regarding their booth location requests, based on the highest number of points and practical availability.
2. A completed booth space contract, with 50% deposit (minimum), must be submitted prior to or at the time of booth assignment. The balance must be paid by the designated deadline.
3. Booth location preferences and requests for proximity to other companies will be considered and honored whenever possible.
4. Booth assignments will be made by the HSCF Convention Committee.
5. Earned points are not a guarantee of participation.
6. HSCF shall assign exhibit space on an annual basis only and does not imply that the same or similar space will be held or offered for future shows.
7. All terms and conditions of the HSCF Exhibitor Agreement apply.

Booth Placement Process by Category

1. Priority/Returning Exhibitors
 - a. Must submit an Exhibitor Application and Contract and 50% deposit by May 31st.
 - b. Booth assignment notifications will be completed by September 30th.
 - c. Exhibitor location will be assigned based on availability at the time of exhibitor's priority.
 - d. Once exhibitor has selected their exhibit location, the booth will be assigned.
2. Wait List Exhibitors and Returning Exhibitors Not Meeting Application Deadlines
 - a. Wait List exhibitors and priority exhibitors, who submit their contracts after May 31st, will be assigned on a first-come, first-served, space-available basis (after all HSCF Priority exhibitors who have submitted contracts by the May 31st deadline have been assigned).
 - b. Booth assignment notifications for these groups will be completed by September 30th.



Priority Point System

Means of Points Achievement	Achievement Value
Exhibit at the annual HSCF Convention. All exhibiting companies earn points per year for exhibiting, regardless of the exhibit size and/or location.	One (1) point per dollar of paid booth fees. Points will be awarded following the conclusion of each convention.
Provide an accepted auction or raffle donation item for HSCF's Convention fundraising activities	One (1) point per dollar of NET return per donated item (net = final bid amount collected less any rebate)
Corporate Sponsor, Convention Sponsor or Convention Underwriting Sponsor.	One (1) point per dollar of paid sponsorship for that calendar year.

Rules and Regulations

Not Exhibiting Consecutively Year To Year

- If an exhibitor misses one (1) year of exhibiting, yet continues to support HSCF through other previously mentioned efforts (donations, advertising, etc.), they will receive sponsorship points for those efforts.
- If two (2) consecutive years of exhibiting are missed, an exhibitor will be removed from the priority list and forfeit all accumulated points. If an exhibitor wishes to return after missing two (2) or more years, the exhibiting company will be considered a new exhibitor.

Space Assignment for New Exhibitors

- New companies will be assigned space on a first-come, first-serve basis, following the completion of priority booth space assignments.
- Submittal of contracts and/or deposits does not guarantee space will be assigned.

Deductions of Priority Points

- Any exhibitor who has not paid their deposit or balance in full by the due dates will be subject to forfeiture of ten percent (10%) of their points accumulated up to those dates.
- Exhibitors who vacate or dismantle their booth prior to show closing will be subject to forfeiture of ten percent (10%) of their accumulated points.
- Exhibitors who do not comply with HSCF's booth construction policy will be subject to forfeiture of ten percent (10%) of their accumulated points.
- Exhibitors who display unethical conduct on any HSCF convention host property, at the discretion of HSCF, will be subject to priority point deductions, possible removal from the event, and potential exclusion from participating in future HSCF events.
- Violation of any terms and conditions outlined in the HSCF Exhibitor Agreement, at the discretion of HSCF, will be subject to priority point deductions, possible



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Mergers and Acquisitions Involving Exhibitors

- Mergers and acquisitions: If two companies have merged, the company with the higher number of priority points will have its priority points applied.
- Spin-offs: The parent company and the spin-off company will each receive priority points for prior participation, divided equally.
- Co-ventures: Priority points will be evaluated on a case-by-case basis for companies sharing a booth space one year and exhibiting separately in subsequent years.
- Priority points are non-transferable from one company to another in the case of non-affiliated exhibitors.

Cancellations and No-Shows

- Exhibitors who have paid the full balance due for booth space, yet must cancel due to an unforeseen, legitimate reason, will receive priority points for that year, at the discretion of HSCF.
- Exhibitors who have reserved a booth space but are “no-shows” for the expo will not receive priority points for that year.

Disclaimer

Houston Safari Club Foundation (HSCF) reserves the right to change any of the terms, conditions or policies of this program, at any time, in its sole discretion. If HSCF decides to change the terms of the program, a new version will be published. Any such changes will be effective upon publishing the revisions. An Exhibitor’s continued participation in the program following publishing of any changes constitutes their acceptance of such changes. Houston Safari Club Foundation reserves the right to discontinue this Priority Point System at anytime without notice. HSCF reserves the right (regardless of point status) to assign booth locations, at its discretion, to maximize the selling experience for its vendors and the consumer experience for its attendees. All exhibitors and their personnel will be held accountable for following the rules of this program and the guidelines as stated in the HSCF Exhibitor Agreement. Failure to comply with the rules and regulations of this Priority Point System and/or the guidelines of the HSCF Exhibitor Agreement may result in the loss of all priority points, at the discretion of HSCF.